



# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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November 9, 2004

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina, Chair Pro Tem  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslowsky  
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider  
Chief Information Officer

Subject: **INFORMATION TECHNOLOGY OPTIMIZATION WORK GROUP –  
STATUS REPORT #4**

As directed by your Board, the Chief Information Office commenced a project to organize and lead a public-private work group to assess and make recommendations to improve the County's effectiveness and efficiency in the use and application of I/T. The I/T Optimization Work Group is comprised of three teams: a County I/T Management Team (I/T Managers from representative departments), a County Management Team (Executive Managers), and a Non-County (private sector) Management Team. The teams will lead the I/T optimization effort in order to identify and determine the potential benefits to be derived from specific I/T optimization initiatives, the actions that would need to be taken, and the investments and timeframes to realize the benefits.

This memo provides your Board with a bi-monthly status of our organizational activities since the last report issued on September 3, 2004.

### Accomplishments

- Working with the County Technical and Non-County Management teams, a preliminary list of over 40 candidate areas of focus for the assessment were identified and organized into Strategic Initiatives, Enterprise Licensing, Acquisition Strategies, Infrastructure, Applications, Operational and Organizational categories.

- CIO staff summarized these preliminary areas of focus into a matrix that rated each area in terms of its priority, improvements, savings, funding, approval, and risk. Subsequently, the teams reviewed the matrix and established the following “short-list” of eleven (11) priority opportunities for the I/T Optimization Assessment:
  1. Single messaging/e-mail system
  2. Standard office suite
  3. Directory services
  4. Desktop management
  5. Storage area networks (SAN)
  6. Server consolidation
  7. Premise-based LANs
  8. Data sharing
  9. Data center
  10. Enterprise licensing
  11. Procurement of I/T services and commodities
- A framework was developed for profiling the “short-list” of opportunities for the assessment. The profiles will provide a description, scope, business value, best practices summary, benefits, cost avoidance, issues, risks, and implementation timeframe for each of the “short-listed” opportunities for I/T optimization.
- CIO staff is currently conducting research and analysis for each of the eleven areas.

### **Next Steps**

- Continue conducting research and analysis for the eleven areas of focus.
- Prepare draft profiles for each area for review.
- Conduct next meeting planned for November 30, 2004 with the County I/T Management Team and non-County I/T (private sector) participants to present a project status update and to review the detailed profiles associated with the areas of focus for the assessment.

We will provide you with an update on these activities and the potential opportunities for the optimization of information technology, as identified and discussed with the management teams.

Based on current planned activities and timeframes, we anticipate issuing the final report to your Board by January 31, 2005.

Each Supervisor  
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If you have questions or require additional information, please contact me at 213-974-2008.

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c:     Department Heads  
        Chair, Information Systems Commission  
        Director, Quality and Productivity Commission

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